

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION DEPARTMENT OF MANAGED HEALTH CARE	(2) AGENCY BILLING CODE 38290	(3) PAGE 1 OF 2 PAGES
(4) DIVISION/ BRANCH/ SECTION OFFICE OF LEGAL SERVICES	(5) ADDRESS 980-9 th Street, Suite 500, Sacramento, CA 95814	

CHECK THE APPROPRIATE BOX

- (6) ☒ New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]
 (7) ☐ Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)
 (8) ☐ Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)

NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER 03-6100	(10) SCHEDULE DATE	(11) NUMBER OF PAGES 2	(12) CUBIC FEET (Total Schedule) 124
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER	(14) APPROVAL NUMBER	(15) APPROVAL DATE (S)	(16) PAGE NUMBER(S) REVISED

(17) MISSION/FUNCTIONAL STATEMENT • The mission of the Office of Legal Services is to act as the Department's primary source of legal advice and information on non-routine matters. The Office of Legal Services is committed to providing professional, competent, and timely legal counsel in support of executive, committee, and administrative staff to permit the achievement of the Department's mission and objectives. The Office of Legal Services is responsible to create the Department's regulatory scheme, coordinate the legislative program, provide timely and accurate legal advice to the Department, represent the Department in defensive and personnel litigation, conduct DMHC hearings, prepare opinions (both formal Director's Opinions and informal), staff the Duty Counsel program, provide oversight of the Consumer Participations Program, and provide support to the Policy Council, Advisory Committee on Managed Health Care, and the Clinical Advisory Panel.

SRC- Records being held in-house.

PART I – AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.

(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS <i>Curtis S. Leavitt</i>	(19) TITLE Curtis S. Leavitt, ASSISTANT CHIEF COUNSEL	(20) PHONE NUMBER 916-322-1591	(21) DATE SIGNED 3/24/03
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In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.

(22) SIGNATURE - RECORDS MGMT. ANALYST <i>[Signature]</i>	(23) CLASSIFICATION RMC, BUSINESS SERVICES OFFICER 1	(24) NAME (Printed or Typed) Tony Remitz	(25) PHONE NUMBER 916-445-7402	(26) DATE SIGNED 5-1-03
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PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(27) SIGNATURE - CalRIM CONSULTANT <i>Ramona M. Guthrie</i>	(28) APPROVAL NUMBER 03-067	(29) DATE SIGNED 6/12/03	(30) EXPIRATION DATE 6/12/08
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PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

- (31) ☐ Contains no material subject to further review by the California State Archives
 (32) ☒ Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)

FOR ARCHIVES' STAMP

(33) SIGNATURE - CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Sydney Kules, Archivist</i>	(34) DATE SIGNED June 16, 2003	
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(35) CalRIM APPROVAL NUMBER

03-067-2

(36)

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ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
1	8	NOTIFY ARCHIVES	<u>LEGAL</u> DOC RULEMAKING 1976-99 OLS	P		10	0	50	60		PERMANENT ARCHIVAL FILES DESTROY AT SRC
2	14	NOTIFY ARCHIVES	<u>LEGAL</u> RULEMAKING 1999-CURRENT OLS	P		ACTIVE +10	0	50	60		ACTIVE UNTIL RULEMAKING PACKAGE SIGNED BY SECRETARY OF STATE & RECORDED PERMANENT ARCHIVAL FILES DESTROY AT SRC
3	4	NOTIFY ARCHIVES	<u>LEGAL</u> COMMISSIONERS OPINIONS 1976-01 OLS	P		10	0	50	60		PERMANENT ARCHIVAL FILES DESTROY AT SRC
4	79	NOTIFY ARCHIVES	<u>LEGAL</u> LEGISLATION 1975-CURRENT OLS	P		8	0	50	58		PERMANENT ARCHIVAL FILES DESTROY AT SRC
5	1		<u>LEGAL</u> PERSONNEL ACTIONS/ATTORNEY CASE FILES OLS	P		ACTIVE +1	0	5	6		ACTIVE UNTIL CASES CLOSED CONFIDENTIAL DESTROY AT SRC- GOV CODE 6254 (b) CIVIL CODE 1798.24
6	1	NOTIFY ARCHIVES	<u>PROGRAM</u> DEPARTMENT'S REPORTS 1993-CURRENT OLS	P		10	0	50	60		PERMANENT ARCHIVAL FILES DESTROY AT SRC
7	9	NOTIFY ARCHIVES	<u>PROGRAM</u> ACMHC RECORDS 2000-01 OLS	P		5	0	50	55		PERMANENT ARCHIVAL FILES DESTROY AT SRC
8	7	NOTIFY ARCHIVES	<u>PROGRAM</u> ACMHC SUBCOMMITTEE 2000-01 OLS	P		5	0	50	55		PERMANENT ARCHIVAL FILES DESTROY AT SRC
9	1	NOTIFY ARCHIVES	<u>LEGAL</u> POLICY COUNCEL-DA 2000-01 OLS	P		10	0	50	60		PERMANENT ARCHIVAL FILES DESTROY AT SRC

* Provide total of office and departmental

03-067-2

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

10.	1.0		Std. 70- Records Inventory Worksheet	P		Current			Current		Retain until next inventory.
11.			Std. 73.-Records Retention Schedule	P		Current			Current		Retain as current until superseded. Although revision is required every five years from the date approved by DGS, RRS's that are not revised remain in effect but are considered non-current.
12.			Std. 71-Records Transfer List	P		Current			Current		Retain as current until all records listed have been either destroyed, retired permanently, transferred to State Archives, or when no longer needed, whichever is later.
13.			Std. 76-State Records Center Reference Request	P		Active			Active		Retain as active until request for referral or withdrawal is completed.
14.	✓		Authorization for Records Destruction	P		4			4		Retain for 2 years from date destruction is authorized, then retain 2 more years or until audited, whichever comes first. (Max. of 4 years)